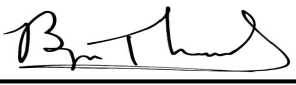


**RICHMOND POLICE DEPARTMENT GENERAL ORDER**

NOTE: This directive is for internal use only, and does not enlarge an employee's civil liability in any way. It should not be constructed as the creation of a higher standard of safety or care in an evidentiary sense, with respect to third party claims. Violation of this directive, if proven, can only form the basis of a complaint by this department, and then only in a non-judicial administrative setting.

Chapter 3	Number 9	Effective Date 11/25/2009	Review Date 2012
Subject TAKE-HOME MARKED VEHICLE PROGRAM* * <i>City Residency Required</i>			☐ New Order ☒ Replaces G.O. 3-9, (01/23/07) E.O. 7-2, (01/29/07) E.O. 9-1, (03/05/09)
References VLEPSC OPR.01.02 City Admin. Reg. 6.2 (02/01/07) General Order 4-4 and 6-14			
 _____ Chief of Police or Designee		11/25/2009 _____ Date	

I. PURPOSE

The purpose of this directive is to establish the appropriate guidelines and procedures for managing the Department's Take-Home Marked Vehicle Program.

II. POLICY

- A. A Take-Home Marked Vehicle Program offers many benefits to the Department and to the City of Richmond. It reduces the maintenance costs of fleet vehicles, allows for a quicker response to emergencies and deters crime by creating the appearance of an increase in police presence. Each Precinct and the Special Events Division (SED) shall have vehicles designated for assignment in the program.
- B. The use of a marked police vehicle ***while working an extra-duty assignment or while*** off-duty is a privilege and not a right that the Department extends to officers who are in good standing in order to maximize their abilities in meeting the goals of the Department. A disregard for departmental policies, procedures or the display of poor driving habits may result in disciplinary action(s) and/or removal from this program.

III. ACCOUNTABILITY STATEMENT

All employees are expected to fully comply with the guidelines and timelines set forth in this General Order. Failure to comply will result in appropriate corrective action. Responsibility rests with the Division Commander to ensure that any violations of policy are investigated and appropriate training, counseling, and/or disciplinary action is initiated.

IV. DEFINITIONS

- A. TAKE-HOME MARKED VEHICLE – A vehicle that has been assigned to a sworn officer as a result of his/her acceptance into the Department's Take-Home Marked Vehicle Program. Officers assigned a vehicle may take the vehicle home and use it as defined in the provisions of this directive.
- B. *DMVR – May refer to either digital mobile video equipment installed in selected patrol vehicles or General Order 6-14, Digital Mobile Video Recorder System (DMVR).*

V. PROCEDURE

A. *Take-Home Marked Vehicle* Eligibility Criteria:

1. Any sworn officer who is a resident of the City of Richmond.
2. The employee must be assigned to a uniform patrol function in one of the following units; Patrol Precinct, SED, or Community and Youth Intervention Services (School Resource Officer).
3. Those classified as "Police Officer 1" must have completed their probationary period.
4. If an Officer, who remains a member in good standing, is unable to perform *his/her* normal duties due to injury, illness, administrative leave, vacation, etc., for a period of more than thirty (30) days, his/her vehicle *shall* be temporarily reallocated during that time period. The participating member shall ensure that the vehicle is surrendered to his/her immediate supervisor.
5. Any violation of laws, department policies, rules and regulations may result in removal *of a* take-home *vehicle* at any time. This may include:
 - a. *Disciplinary action as a result of an accident;*
 - b. *Below expectations performance evaluation; and/or,*
 - c. *Disciplinary actions (Incidents of suspension may result in the loss of a vehicle).*

B. *Take-Home Marked Vehicle* Application/Selection Process:

1. The sworn employee shall write a letter of request to participate, through channels, to his/her Precinct Commander. Request letters on file need to be renewed on an annual basis.
2. Sworn School Resource Officers may write a letter of request to participate to the Precinct Commander in which their school assignment is located.

3. Sworn members of SED-Traffic, may write a letter of request to participate to the Captain of SED. Request letters on file need to be renewed on an annual basis.
4. Based upon vehicle availability and officers satisfactorily meeting the criteria requirements, the Precinct Commanders and Captain of SED shall ***recommend, through channels, to the Chief of Police*** the employee(s) to participate in the Take-Home Marked Vehicle Program. In addition, Precinct Commanders and Captain of SED shall ensure all policies and actions are followed by officers in the take-home vehicle program to include duty-status situations and parking of vehicles at the residence of the officers.
5. The selected sworn employee(s) shall be notified by his/her immediate supervisor to contact the ***OIC of Property and Evidence*** to complete the Take-Home Vehicle Agreement Form (PD-56) at the time that the vehicle is received from Fleet Management and take possession of a designated marked vehicle.
6. ***The vehicles will be distributed equally between each Precinct with no more than (4) take-home vehicles allocated to SED. If there are not enough qualified individuals within these units, uniformed officers from all other Precincts may apply for the privilege of utilizing one of the available vehicles.***
7. ***All individuals must meet all specified qualifications within this General Order.***
8. ***A Sector Sergeant may be "detailed" a Take-Home vehicle by the Division Commander if there are no eligible Officers within that division.***

C. General Management of the Take-Home Marked Vehicle Program:

1. The ***OIC of Property and Evidence*** will be responsible for the overall management of this program's vehicle fleet. He/she shall maintain a current listing of all program vehicles by shop number, participating employee and his/her address. ***He/she shall also forward to the Assistant Chief of Police bi-annually a listing of preventable accidents by operators of take-home vehicles.***
2. If any repairs on a vehicle require that the vehicle be kept for any duration of time, the Department will not issue another vehicle to the participant. If an officer has a special circumstance, a Precinct Commander may authorize the officer to take a Precinct pool unit.
3. Travel outside of the ***City of Richmond*** not related to an on-duty situation ***is prohibited unless*** approved by the ***participating officer's operational Major***. ***A record of all such approvals shall be maintained by the operational Major.***

4. All over night stays or parking of the take-home vehicles outside of the City of Richmond's corporate limits must be approved by the *participating officer's operational Major*.
5. Officers shall always have *their* Department-issued handgun available and will carry police credentials and, upon request, display *their* credentials. In addition, it is recommended that officers have their ballistic vests immediately available in the vehicle.
6. Officers shall not wear swimsuits, jeans with holes, tank-tops *and/or* t-shirts with inappropriate graphics *while operating a marked take-home vehicle*. *For additional information, see General Order 4-4, Grooming and Personal Appearance. Exception: Employees may operate a take-home vehicle while dressed in "workout" attire, provided they are responding to and from a "workout" session.*
7. If an employee is a current participant of the program and is re-assigned between Precincts, he/she shall relinquish *his/her* take-home vehicle. *Marked take-home vehicles are assigned to particular Precincts and shall remain with that designated Precinct.*
8. Officers shall notify the *OIC of Property and Evidence*, through channels in writing, whenever a change of residence or a re-assignment from a uniform enforcement capacity may occur to determine eligibility in the program.
9. *Officers assigned a take-home marked vehicle that has DMVR equipment installed shall adhere to all operating procedures as directed in General Order 6-14, Digital Mobile Video Recorder (DMVR).*
10. *The Major of the Office of Professional Responsibility (OPR) or designee shall bi-annually forward to the Assistant Chief of Police a listing of disciplinary history to include all forms of disciplinary action for each employee assigned a take-home vehicle.*
11. *The Human Resources Division Chief or designee shall notify the OIC of Property and Evidence of any employee out for more than 30 or more days, as soon as possible.*
12. *The Assistant Chief of Police shall bi-annually review preventable accident, disciplinary histories and long-term leave of those employees assigned take-home vehicles and forward any recommendations to the Chief of Police.*
13. *The Chief of Police shall allocate/approve take-home vehicle assignments upon the recommendation of the operational Majors and the OIC of Property and Evidence. The Chief has the authority to make discretionary exemptions to the allocation of vehicle assignments in this program in the best interest of the department. The Chief also has the authority to rescind authorization/approval at any time due to a change in the department's priorities or policies, a change in the employee's residence or for any other reason deemed appropriate.*

D. ***General Procedures for Participating in the Take-Home Marked Vehicle Program:***

1. ***Participating officers shall*** not drive or park their assigned vehicle in violation of any posted regulation, unless, in performance of their duty and/or permitted by either law or departmental policy.
2. Officers shall be responsible for the proper care and general maintenance of assigned vehicle. Officers shall not add accessories or equipment or alter the body or general design of the vehicle.
3. Officers shall not use the vehicle in any capacity or visit any location that may reflect negatively on the Department or result in public criticism.
4. Officers shall, when operating a vehicle, respond to incidents that come to their attention through any of the following means: on view, through a second party or radio transmission occurring within proximity of their location, which involves an emergency call for service. However, at no time will officers jeopardize other passengers to do so.
5. In the event an officer is unable to respond to an incident, because doing so may jeopardize the safety of civilian passengers, the officer is still required to take measures to assist such as getting a detailed description or making a radio transmission, etc.
6. Officers must inform DEC using their code numbers of off-duty police related actions.
7. Officers shall be prohibited from operating their assigned take-home vehicles when their police powers have been withdrawn or restricted.
8. Supervisors shall monitor the employee(s) activities and immediately investigate any known or observed indiscretions, and recommend that appropriate action(s) be taken to the proper authorities.
9. Officers shall ensure the cleanliness and appearance of the vehicle and that the vehicle is properly inspected and maintained.

VI. **ROLES AND ACCOUNTABILITY**

A. The Participating Officer(s) ***shall:***

1. Sign a Take-Home Vehicle Agreement Form (PD-56) at the time that the vehicle is received from Fleet Management;
2. Adhere to the management and procedures set forth within this policy; ***and,***
3. ***Follow all operational procedures stated in GO 6-14, Digital Mobile Video Recorder System (DMVR), when applicable.***

B. Supervisors of Participating Employees ***shall:***

1. Monitor the employee(s) activities and immediately investigate any known or observed indiscretions, and recommend that appropriate action(s) be taken to the proper authorities;
 2. Ensure the cleanliness and appearance of the vehicle and that the vehicle is properly inspected and maintained; ***and,***
 3. Recommend to his/her commanding officer the removal of a member from participating in the program based on documented negative work performance.
- C. OIC of Property and Evidence ***shall:***
1. Maintain current listing of all program vehicles by shop number, participating employee and his/her address;
 2. ***Consult with the operational Majors during the recommendation(s) of personnel to be assigned take-home vehicles;***
 3. ***Forward to the Assistant Chief of Police bi-annually a listing of preventable accidents by operators of take-home vehicles; and,***
 4. ***Ensure vehicles are surrendered to the Property and Evidence Unit when applicable for storage and or reallocation.***
- D. Precinct Commanders ***and the SED Commander shall:***
1. Maintain request letters for one year;
 2. ***Recommend to the Chief of Police, through channels, the assignment of take-home vehicles to personnel under their Command, based upon vehicle availability, and officers satisfactorily meeting the criteria requirements; and,***
 3. Ensure all policies and actions are followed by officers in this program to include duty-status situations and parking of vehicles at the residence of the officers.
- E. ***The Major of the Office of Professional Responsibility (OPR) or designee shall:***
- Forward to the Assistant Chief of Police bi-annually a listing of disciplinary history to include all forms of disciplinary action for each employee assigned a take-home vehicle.***
- F. ***The Human Resources Division Chief or designee shall:***
- Notify the OIC of the Property and Evidence of any employee out for more than 30 or more days, as soon as possible.***

G. Operational Majors

- 1. Recommend, in consultation with the OIC of Property and Evidence, take-home vehicle assignments to the Chief of Police; and,*
- 2. Approve/disapprove any activity of a take-home vehicle outside the City of Richmond*

H. The Assistant Chief of Police shall:

Bi-annually review preventable accidents, disciplinary histories and long term leave of those employees assigned take-home vehicles and forward any recommendations to the Chief of Police.

I. The Chief of Police or designee shall:

- 1. Allocate/Approve take-home vehicle assignments;*
- 2. Have the authority to make discretionary exemptions to the allocation of vehicle assignments in this program in the best interest of the department; and,*
- 3. Have the authority to rescind authorization/approval at any time due to a change in the department's priorities or policies, a change in employee's residence or for any other reason deemed appropriate.*

VII. FORMS

PD-56, Take-Home Vehicle Agreement Form